**Daily Lesson GAME Plan: Lesson B**

**Lesson Title**: Introduction to Technology

**Related Lessons**: Group Collaboration Project; Introduction to Internet Research/Writing Interview Questions

**Grade Level**: Adult Education

**Unit**: Job Interviewing Skills and Techniques

**GOALS**

**Content Standards:**

Students will learn how to interview successfully for a job by creating interview questions, sitting in a mock interview, serving on a mock interview panel, evaluating interviewee's answers on a rubric, and collaborating to select the best candidate for the job based on all of the above.

**Instructional Objectives:**

By the end of this unit of study students will be able to prepare, ask, and answer typical interview questions by having researched jobs, developed interview questions, sitting on mock interview panels as both the interviewee and interviewer.

**Unit of study will meet the following standards:**

Creativity and innovation Critical thinking, problem solving, decision making

Communication and collaboration Digital citizenship

Research and information fluency Technology operations and concepts

**ACTION**

**Before-class preparation:**

**Technology**: Estimate time needed for each task in lesson plan. Identify prerequisites for this lesson (computer skill level). Decide order of operations (before, during and after lesson). Plan back up activities to cover allotted time and allow for technical difficulties. Make sure you have Internet access, and access to websites needed for instruction (i.e. YouTube). Connect webcam to instructor computer for demonstration.

**Student guidelines**: Prepare lesson summary, course-related handouts, tutorials, and activity sheets with instructions for using webcams, Skype, and YouTube (duplicate for students). Prepare a web-based tutorial of a mock interview using phone, Skype, and in-person.

**Prepare learning environment**: Boot up computers; make sure Internet connection is online, and necessary software for lesson is working properly; check lighting in classroom; set out materials for distribution to students; write lesson objective on whiteboard; prepare to greet students upon arrival.

**During class instructional activities:**

**Time Activity Materials/Resources needed**

6:00-6:10 Greet students upon arrival Sign in sheet, pass out

lesson summary

6:10-6:20 Lesson introduction Go over lesson B objectives from

lesson summary. Entertain questions.

6:20-7:30 YouTube and Skype Pass out activity sheets and

instructions for using webcams, YouTube, and Skype. Show YouTube video (tutorial) of a mock interview using phone, Skype, and in-person. Question and answer period.

7:30-7:45 Break

7:45 – 8:45 Webcam tutorial Pass out handout and activity sheet

on how to use webcams. Demonstrate how a webcam works by recording activities in class with students. Students complete activity sheet.

8:45-9:00 Next steps, dismissal Preview Lesson three; pass out and

collect student evaluation of lesson.

**MONITOR**

**Ongoing assessment(s):** Monitor students during each activity; provide support and clarification where indicated; modify instruction if necessary.

**Accommodations and Extension**: Make sure students can see and hear instructions; adjust seating, lighting, audio and/or visual displays if indicated.

**Back-up plan:** Have extra copies of written materials that can be worked on if technology fails.

**EVALUATION**

**Lesson reflections and notes:** Take notes on what worked and didn’t work during the presentation. Were students engaged? Were they interested? Were they yawning or seemingly bored? Read student responses on lesson evaluation forms and modify Lesson B and C as appropriate. Prepare to review any portions of lessons at next class as indicated by student responses. Disconnect webcam from computer; pack up materials; make sure computers are shut down.